





PPM Project Status Indicator Settings Guidelines

Indicator	 Green	 Yellow	 Red	 Gray
Overall	All “triple constraint” (Phase Milestones, Phase Cost, Project Scope) status identified, no more than 1 of the “triple constraints” are yellow (and none are red)	(2 or more of the “triple constraints” (Milestones, Cost, Scope) are Yellow) or (1 or more of the “triple constraints” is red)	(2 or more of the “triple constraints” (Milestones, Cost, Scope) are Yellow) or (1 or more of the “triple constraints” is red) for more than one month with no approved corrective action in place	Insufficient information to make an assessment determination
Project Funding (TCO)	“Fully funded” risk answer	“PARTIAL funding” risk answer	“No funding” or “TBD” answer	Insufficient information to make an assessment determination
Phase Cost *	“Actual to Date” + “Estimate to Complete” for current workflow phase * <= Total Approved Phase Budget + 5%	“Actual to Date” + “Estimate to Complete” for current workflow phase * > Total Approved Phase Budget from 6 -10%	“Actual to Date” + “Estimate to Complete” for current workflow phase * > Total Approved Phase Budget by more than 10%	Insufficient information to make an assessment determination
Project Scope	Based on Full Function Business Functional Requirements status answer = “Yes”	Based on Full Function Business Functional Requirements status answer = “No”	N/A	Insufficient information to make an assessment determination
Phase Milestones	Milestones are identified based on phase schedule and scope	Milestones are not identified or do not reflect the phase scope and schedule	Milestones are not identified or do not reflect the phase scope and schedule for more than one (1) month	Insufficient information to make an assessment determination
Project Staff Utilization	Actual hours for the project vary (+/-) from approved plan to date hours for the project by < 10%	Actual hours for the project vary (+/-) from approved plan to date hours for the project by 10 – 15%	Actual hours for the project vary (+/-) from approved plan to date hours for the project by > 15%	Insufficient information to make an assessment determination

Project Issue and Risk Management	All identified issues and risks have corrective action plans and target dates defined	Some issues and risks do not have corrective action plans and target dates defined within 1 month of identification	Some issues and risks do not have corrective action plans and target dates defined for longer than 1 month after identification	Insufficient information to make an assessment determination
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* For budgets approved prior to this workflow model, the defined project phase currently in progress will be used.

NOTES:

- The definitions above are a **guideline** for the EPMO QA staff to be used in project assessment activities.
- All indicators will be set **manually**.
- For **Individual Categories**:
 - Yellow Indicator for an individual category implies there is something for the project manager to address.
 - Red Indicator for an individual category implies there is a problem that requires written corrective action plan to EPMO by the next status.
 - Gray Indicator for an individual category implies there is insufficient information to make an assessment determination.
- For **Overall Category**:
 - Yellow Indicator results in notification to EPMO office, the Project Manager, and the Agency CIO. Requires approved corrective action plan from agency to EPMO that addresses the individual “triple constraint” categories that are not green.
 - Red Indicator results in notification to SCIO and the Agency head. Requires approved corrective action plan from agency to SCIO that addresses the individual “triple constraint” categories that are not green.
 - Gray Indicator for a triple constraint (Milestones, Cost, or Scope) for one month is yellow and for a second month is red.